



Manager's Report

For Council Meeting 11/26/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Crooks Technology Services	202 Pathway Ct SW	Repair
Field Auto City LLC (new owner)	325 E Market St	Retail – Auto Sales
Miguel Custom Painting	509 Crestwood St SW	Painting
Monroy, Mario	153 Cedarwalk Cr NE	Landscaping
NRI Solutions LLC	120 Washington St NE #3-11	IT Services
So Blue	806 Sandy Landing Dr SE	Retail – Ceramics
TeleVisual Systems LLC	509 Valley View Ave SW	Video System Eng
Venture Forth LLC	701 Normandy Dr NW	Retail - Jewelry

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period November 9 through November 22, 2002

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

Managers Report			
<u>Division of Current Planning Activity</u>			
Plans accepted for review during the period of:			
November 5, 2002 to November 19, 2002			
Project Name	Project Type	Submission Number	Proposal Description
Loudoun Memorial Hospital	No Adverse Impact Plan	2 nd	Emergency room entrance and parking improvements
Edwards Landing, Phase 2B	Easement Plat	1 st	Revisions to certain recorded utility easements
Harvest Square, Lot 1 and 2	P/F Development Plan	2 nd	Construction of additional parking for Dulles Motor Cars
River Creek, Section 1A,	Construction	1 st	County referral for extension of water &

Phase VII, Shoal Creek Drive	Drawings		sewer
River Creek, Section 1, Phase 1B, Landbay "B"	Construction Drawings	3 rd	County referral for extension of water & sewer
Plans reviewed during the period of:			
November 5, 2002 to November 19, 2002			
Project Name	Project Type	Submission Number	Proposal Description
Woodlea Manor, Phase 1	Easement Vacation Plat	1 st	Vacation of a storm drainage easement within public ROW
France Reid Elementary & Smarts Mill Middle School	P/F Development Plan	2 nd	Construction of two public schools and related improvements
Loudoun Memorial Hospital	No Adverse Impact Plan	2 nd	Emergency room entrance & parking improvements
Edwards Landing, Battlefield Parkway, Phase 2	Revision to Approved Construction Drawings	1 st	Relocation of storm drainage improvements
Stowers Public Improvements/Route 621	Final Development Plan	2 nd	Public road improvements that support adjoining residential development
Kincaid Forrest, Section 4B	Easement Vacation Plat and Deed	1 st	Relocation of waterline easements
Loudoun County Rescue Squad @ Catocin Circle	P/F Development Plan	3 rd	Construction of building addition and additional parking
Stratford, Landbay "E" (Multifamily)	Final Development Plan	3 rd	Construction of 300 multifamily residential units
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	1 st	County referral for extension of water and sewer
River Creek, Section 1, Phase 1B, Landbay "B"	Construction Drawings	3 rd	County referral for extension of water and sewer
Edwards Landing, Phase 2B	Easement Plat	1 st	Revisions to certain recorded utility easements

COMPREHENSIVE PLANNING**Special Exceptions**

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1st. The Planning Commission voted to recommend approval at the October 3rd meeting. The Town Council held a public hearing on this application on November 13th and is scheduled to vote at its November 26th meeting.

SE 2002-03: Catocin Circle First Citizens Bank – The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession took place September 5th and the public hearing was held September 19th. The Planning Commission voted to recommend approval of the application with conditions. The Town Council held a public hearing on this application on November 13th and is scheduled to vote at its November 26th meeting.

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. This application is tentatively scheduled for a Planning Commission preview at the January 16, 2003 meeting.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). A preview before the Planning Commission is tentatively scheduled for November 21st and a public hearing is scheduled for December 5th.

ZONING PERMITS ISSUED 02-1484-02-1537

Zoning Permits Issued Residential

Kincaid Forest 1 SFD

Edwards Landing 14 SFA \$45,000 - \$80,000 2 SFD \$105,000

Stratford 4 SFA \$75,000

Tavistock Farms 5 SFA \$55,000

Zoning Permits Issued Commercial

203 Harrison Street SE Alterations to Market Station/For Goodness Sake \$12,320.00

Occupancy Permits Issued Residential

Potomac Station 6 SFD

Kincaid Forest 8 SFD 2 SFA

Tavistock Farms 4 SFA

Potomac Crossing 2 SFD

Occupancy Permits Issued Commercial

241 Fort Evans Road NE Unit #677

Occupancy Permits Commercial Issued

241 Fort Evans Road Suite 425 Leesburg Premium Outlets

WATER & SEWER ADMINISTRATION

During this time frame there were 39 Public Facility Permits issued totaling \$386,491.00, 51 work orders issued for meter sets and 41 requests for occupancy inspection were issued.

UTILITY LINES DIVISION

Training

Held building safety training at shop (Book #11)

TOWN OF LEESBURG

Full-time vacancies as of November 22, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
Eng & PW	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker I	10/22/02						
	1	Maintenance Worker I	10/31/02						
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
P&Z	2	Senior Planner	7/1/02	√	√	<u>On hold</u>			
	2	Planner	7/1/02	√	√	<u>On hold</u>			
Police	3	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
	1	Police Officer	9/13/02	√	√				
	2	Police Lieutenant	11/13/02	<u>Internal</u>	√				
Util Admin	1	Senior Engineer	7/1/02	<u>On hold</u>					
Util Lines	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√	√	√	√	√
Water	1	Utility Operator	10/1/02	√	√	√	√	√	
Wastewater	1	Operator	11/1/02						
<u>TOTAL</u>	22								

R.S. Noe